

Location:	Xavier College Gawler Belt, Two Wells, Evanston
Employment Status:	Casual
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2, Curriculum
Normal hours of work:	Between the hours of 8.45am – 3.00pm Monday – Friday

- monitoring, supporting and supervising individual or small groups of students using pre-prepared provided programs, and with direction from the teacher (or delegate),
- facilitating existing available computer learning support activities for students.
- Assist in the communication between students and teachers, particularly the interpretation of instruction by:
 - establishing positive relationships with students, staff, and parents,
 - attending review meetings for student personal learning plans (as appropriate),
- Assist in the translation of simple instructions to support students individually and in small groups in the classroom, with guidance from the teacher.
- Assist with physical requirements of students requiring special care including assistance with personal care
- General administration and associated duties, facilitation of consent forms, set up and tidy up activities, basic first aid etc
- Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews
- Participating in discussion with teachers and the Inclusive Education Coordinator to develop strategies and programs for students with additional needs
- Undertake other duties, as required by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated ability to work, supervise, and communicate effectively with students in a classroom or similar setting. Some experience working with students with additional needs is highly desirable.
- Strong communication and interpersonal skills to work effectively as part of a team, taking direction from teachers and school leaders to establish a cohesive team dynamic.
- Able to apply a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with available knowledge and skillset.
- Ability to model positive behaviour, exercise some discretion and judgement to support student engagement and learning.
- Work under general supervision with instruction on non-routine practices, take responsibility for own work and outcomes to specified standards required of the role.
- Good organisational skills and time management to achieve specified outcomes within required timelines.
- Proficient computer skills and the ability to operate general office equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to remain calm and effectively follow procedures during unexpected situations or emergencies.
- Continence Care Training is desirable.

Role Requirements

- A Certificate III in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety

- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.